



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Resubmission

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Education Office of Administrative Services Fiscal Services Division Grants Management Section 1570 Twin Towers East, Atlanta, GA. 30334	Application Number	89-093
Application Number		Date Received MAY 10 1989	Date Completed SEP 12 1989
2. Person to Contact Jack L. Richardson		Working Title Grants Administrator	Telephone Number 656-2441
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1986		5. Records Series Title (followed by title used in office, if different) Y.B. 8/3/89 Certificated Personnel Information Reports	
Latest to date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Grants Management Section, a section within the Fiscal Services Division, is authorized to coordinate the administration of educational grants, both federal and state, between the Department of Education and local units of education, to provide systems and procedures services and coordinate delivery of Electronic Data Processing Services with the Department of Administrative Services. Grants Management also is charged with the responsibility of contract development, review and approval of contracts and maintaining a centralized file for all contracts that have a monetary consideration executed by the State Board of Education.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Gathering of statistical information from local educational agencies for teacher salaries, teaching certificates, teaching experience, teaching fields, and information related to Chapter I, JTPA, Migrant Education, and funding other than QBE. Included are: Various EDP Reports as per attached listing Copies of the reports as distributed as follows: 1. State Office Record Copy 2. Local Schools Copy (maintained by Local Superintendent's Office) 3. Local Schools Work Copy (returned to State Office with corrections) 4. Teacher Certification Copy 5. File Copy (forwarded to the Regional Education Services Division) File is arranged: Chronologically by Fiscal year, thereunder numerically by SYSTEM NUMBER			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 300; Seven to twelve months old 150; Thirteen to twenty-four months old None; twenty-five months and older None?			
9. Annual Rate of Accumulation of Records Letter-size drawers 10; Legal-size drawers; Shelves; Other (specify)			
Total Current Accumulation: 35 Cubic Feet			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Statistical Services (Schedule 82-93-A)
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------------|-----------------------------------|----------------------|
| a. State Law | _____ 0 _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ 4 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

****See Attachment****

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

****See Attachment****

1989 MAY 10 AM 11:00

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Lilly E. Dorman</i>		<i>Tickie Baker</i>	5/1/89
89-093		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) 890510-05		State Auditor/Designee	<i>W. H. Ryan</i>
		Secretary of State/Designee	<i>Edward Wilson</i>
		Governor/Attorney General/Designee	<i>W. H. Ryan</i>
			9-12-89
			9/11/89
			9/11/89

ATTACHMENT
Georgia Department of Education
Records Retention Schedule
Grants Management Section
Certificated Personnel Information Reports

REPORT NUMBER

DISPOSITION INSTRUCTIONS

EDSI 1000-R1 (Work Copy)	Hold Startup, Interim 1, Interim 2 and Interim 3 Reports in Current Files Area until end of current Fiscal Year; then transfer to State Records Center; Hold for One Year; then destroy.
EDSI 1000-R1 (State Office Copy)	Hold Startup, Interim 1, Interim 2 and Interim 3 Reports in Current Files Area until end of current Fiscal Year; Destroy when superceded, obsolete or no longer needed for reference.
EDSI 1000-R1 (Certification Copy)	Hold current Interim Report in Current Files Area; Destroy when superceded, obsolete or no longer needed for reference.
EDSI 1000-R1 (File Copy)	Forward to Regional Education Services Division; destroy when superceded, obsolete or no longer needed for reference.
EDSI 1000-R2 (Summary Only)	Hold Startup, Interim 1, Interim 2 and Interim 3 Reports in Current Files Area until end of current Fiscal Year; then transfer to State Records Center; hold for One Year; then destroy.
EDSI 1000-R3 (Alphabetic by System)	Hold Startup, Interim 1, Interim 2 and Interim 3 Reports in Current Files Area until end of current Fiscal Year; destroy when superceded, obsolete or no longer needed for reference.
EDSI 1000-R5 (Non-Certificated Personnel, During School Year)	Hold Startup, Interim 1 and Interim 2 Reports in Current Files Area until end of current Fiscal Year; destroy when superceded, obsolete or no longer needed for reference.
EDSI 1000-R6 (Non-Certificated Personnel, End of School Year)	Hold Interim 3 and Confirmation Reports in Current Files Area until end of current Fiscal Year; destroy when superceded, obsolete or no longer needed for reference.

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Georgia Department of Education
Records Retention Schedule
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Certificated Personnel Information Reports

REPORT NUMBER

DISPOSITION INSTRUCTIONS

EDSI 1000-R7 (Secondary Funded, By System)	Hold Startup, Interim 1, Interim 2 and Interim 3 Reports in Current Files Area until end of current Fiscal Year; destroy when superceded, obsolete or no longer needed for reference.
EDSI 1000-R8 (Secondary Funded, By Fund Code)	Hold Startup, Interim 1, Interim 2 and Interim 3 Reports in Current Files Area until end of current Fiscal Year; destroy when superceded, obsolete or no longer needed for reference.

CONFIRMATION COPIES

EDSI 1000-R1 (State Office Copy)	Hold in Current Files Area for three years; transfer to State Records Center; hold for three years; then destroy.
EDSI 1000-R2 (Summary Only)	Hold in Current Files Area for three years; transfer to State Records Center; hold for three years; then destroy.
EDSI 1000-R3 (Alphabetic by System)	Hold in Current Files Area for two years; then transfer to State Archives for permanent retention.
EDSI 1000-R4 (Alphabetic by State)	Hold in Current Files Area for two years; then transfer to State Archives for permanent retention.
EDSI 1000-R7 (Secondary Funded, by System)	Hold in Current Files Area for two years; then transfer to State Records Center; hold for four years; then destroy.
EDSI 1000-R8 (Secondary Funded, by Fund Code)	Hold in Current Files Area for two years; transfer to State Records Center; hold for four years, then destroy.
EDSI 231-R1 (Certificated Personnel Tabulated by Certificate Level and Experience Reported)	Hold in Current Files Area for two years; then transfer to State Records Center; hold for four years; then destroy.
EDSI 237-R1 (Average Age of Teachers)	Hold in Current Files Area for two years; then transfer to State Records Center; hold for four years; then destroy.

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Georgia Department of Education
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Certificated Personnel Information Reports

REPORT NUMBER

DISPOSITIONS INSTRUCTIONS

EDSI 239-R1 (Tabulation of Certificated
Instructional Personnel
Assigned to Schools; by
Schools and Grade Level)

Hold in Current Files Area for one
year; then destroy. The Statistical
Services Section retains a record
copy of this report permanently.
(Schedule 82-93-A, Approved: 1/19/83)

EDSI 239-R2 (Tabulation of Certificated
Instructional Personnel
Assigned to Schools;
Certificated Levels by System)

Hold in Current Files Area for one
year; then destroy. The Statistical
Services Section retains a record
copy of this report permanently.
(Schedule 82-93-A, Approved: 1/19/83)